



Karen Education and Culture Department
P.O. Box 4, Mae Sot, Tak 63110, Thailand
Email: kedctl@yahoo.com, Website: www.kecdctl.org

KECD Job Vacancy Announcement

Date: 8/ 6/ 26

The Karen Education and Culture Department (KECD) is seeking a committed, motivated individual to join our team!

Job Position: IT and Media Officer
Position Level: E
Work Location: Thay Bay Hta – KECD HQ Office
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: The IT & Media Officer assists the IT & Media Manager in supporting and enhancing the Department's operations and awareness by applying various media tools and developing and maintaining a sound IT infrastructure.

Main Duties:

Implementation:

- Assist in maintaining and updating the website, including information on the organization, reflections of our activities and projects, interactive tools and media, etc.
- Take pictures and shoot video at project locations to document KECD activities for reporting and marketing purposes.
- Edit photos and videos in accordance with organizational needs and requests.
- Assist in installing and maintaining a proper IT infrastructure at the KECD Central Office.
- Support the development and use of interactive tools such as wallpapers, screensavers and e-cards to be included in the product portfolio of the KECD.

Co-ordination:

- Maintain professional internal and external relationships that meet organizational core values.

Other Tasks

- Regularly report verbally and in writing to the Supervisor.
- Attend all relevant meetings and workshops, as appropriate or assigned.
- Pursue professional development opportunities.
- Conduct other duties as assigned by the Supervisor.

(See the Job Description on our website for more details of duties)

Contract Duration: Initially 2-years, and extendable.

Payment and Benefits: A local stipend will be paid based on skills and experience. This is negotiable depending on skills and experience. A benefits package will also be provided.

Application Process:

1. Fill in the “Job Application Form”, downloadable from our website.
2. Submit it to the **Bureau of the Secretary Head** by **E-mail: kedctl@yahoo.com, and CC to hr.kecd@gmail.com, post, hand before **Friday, June 26, 2026****
3. Short-listed candidates will be invited for an interview and informed of the decision within **one week after the submission deadline**.

KECD is an equal opportunities organization and maintains a non-discriminatory principle in employing people regardless of their defining characteristics, including gender, religious belief, ethnic nationality, social status, age or disability.